

## Chapter 7 - Civil Header - HDR

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## Civil Header Screen

The civil header screen is used to add information about the plaintiff and defendant. Users must have security to be able to update case information.

### Accessing the Civil Header Screen:

NXT TRAN C HDR TYPE ADD CASE NBR 20025555 REC NBR\_\_

From the Next Tran Line, enter **C HDR** in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number. Press <Enter> and the system will display the header screen.

The screenshot shows the 'HEADER ADD' screen with the following fields and values:

- HEADER ADD**
- CIVIL#** 03001030 **TYPE** ☐ **CASE#** 00000000 **TYPE** ☐ **JUDGE** ☐ **DATE** ☐
- MICROFILM #** ☐ **STATUS** 0 **CLOSED** ☐ **REOPEN** ☐ **PUBLIC** P
- DISPO** ☐ **CODE** ☐
- PLAINTIFF** ☐ **TYPE** ☐
- ALT NAME** ☐
- ADDRESS** ☐
- CITY** ☐ **ST** ☐ **ZIP** ☐
- ATTORNEY** ☐
- DEFENDANT** ☐ **TYPE** ☐
- ALT NAME** ☐
- ADDRESS** ☐
- CITY** ☐ **ST** ☐ **ZIP** ☐
- ATTORNEY** ☐
- BOND AMOUNT** ☐ **TYPE** ☐
- LAST ACTION** ☐ **DATE** ☐ **NEXT ACTION** ☐ **DATE** ☐
- NXT TRAN** C ☐ **TYPE** ☐ **CASE NBR** 03001030 **REC NBR** ☐
- F2=Nxt Tran** **F3=Exit** **F4=Prompt** **F6=System** **F8=Juvenile** **F9=Name Lookup** **Help**
- F13=Notes** **F14=Docket Inq**
- 02/023**
- Connected to remote server/host QSMSOUTH using port 23**
- \\SCAO\1N54QLS on Ne05:**

Following are the field descriptions for the Civil Header Screen.

#### ~Civil #~

This is the case number for this civil case.

#### ~Type~

Enter the case type for this case. Press <F4> for a list of case types.

#### ~Case #~

Enter the case number of the probate case that this case is cross referenced with.

**~Type~**

Enter the type of the cross referenced case. Press <F4> for a list of valid case types.

**~Judge~**

Enter the judge that is handling this case. Press <F4> for a list of valid jurists. Once a jurist has been entered into this field, the name will display below the field.

**~Date~**

Enter the date the case was filed with the court.

**~Microfilm #~**

Enter the microfilm number for this case.

**~Status~**

Enter the status of this case. Press <F4> for a list of valid status codes.

**~Closed~**

Enter the date that the case closed. A case can't be close duntill all parties are disposed.

**~Reopen~**

Enter the date that the case reopened.

**~Public~**

Enter the public status for this case. Press <F4> for a list of valid status codes.

**~Dispo~**

Enter the disposition date for this case.

**~Code~**

Enter the disposition code for this case. Press <F4> for a list of valid codes. This will be counted on the caseload report.

**~Plaintiff~**

Enter the plaintiff's name.

**~Alt Name~**

Enter the plaintiff's alternate name.

**~Type~**

Enter the type of alternate name. Press <F4> for a list of valid codes.

**~Address, City, State and Zip~**

Enter the address of the plaintiff.

**~Attorney~**

Enter the bar number of the attorney that represents the plaintiff. Press <F4> for a list of attorneys.

**~Defendant~**

Enter the defendant's name.

**~Alt Name~**

Enter the defendant's alternate name.

**~Type~**

Enter the type of alternate name. Press <F4> for a list of valid codes.

**~Address, City, State and Zip~**

Enter the address of the defendant.

**~Attorney~**

Enter the bar number of the attorney that represents the defendant. Press <F4> for a list of attorneys.

**~Bond Amount~**

Enter the bond amount.

**~Type~**

Enter the type of the bond. Press <F4> for a list of valid codes.

**~Last Action~**

Displayed is the last action taken. This field is updated from the schedule screen.

**~Date~**

Displayed is the last action date. This field is updated from the schedule screen.

**~Next Action~**

Displayed is the next action. This field is updated from the schedule screen.

**~Date~**

Displayed is the next action date. This field is updated from the schedule screen.

## Adding or Modifying a Civil Header

From the Next Tran Line, enter the following:

### Adding:

NXT TRAN   C   HDR   TYPE <u>ADD</u> CASE NBR <u>20035555</u> REC NBR <u>   </u>
--

### Modifying:

NXT TRAN   C   HDR   TYPE <u>MOD</u> CASE NBR <u>20035555</u> REC NBR <u>   </u>
--

When all information has been added, press <Enter> and the system will display the screen you requested.

```

B
-----
HEADER ADD
CIVIL# 03001030  TYPE  CASE# 00000000  TYPE  JUDGE  DATE
MICROFILM #  STATUS 0  CLOSED  REOPEN  PUBLIC P
DISPO  CODE

PLAINTIFF
ALT NAME  TYPE
ADDRESS
CITY  ST  ZIP
ATTORNEY

DEFENDANT
ALT NAME  TYPE
ADDRESS
CITY  ST  ZIP
ATTORNEY

BOND AMOUNT  TYPE
LAST ACTION  DATE  NEXT ACTION  DATE

NXT TRAN  C  TYPE  CASE NBR 03001030  REC NBR
F2=Nxt Tran  F3=Exit  F4=Prompt  F6=System  F8=Juvenile  F9=Name Lookup  Help
F13=Notes  F14=Docket Inq

MR  b  03/061
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```

Enter all information regarding the case and press <Enter>. The system will save the case.

## Inquiring on a Civil Header

From the Next Tran Line enter the following information:

NXT TRAN C HDR TYPE INQ CASE NBR 20035555 REC NBR    

When all information has been added, press <Enter> and the system will display the screen you requested.

```

B
HEADER INQ
CIVIL# 10000018  TYPE CL   CASE# 00000000  TYPE   JUDGE 11953  DATE 4012000
MICROFILM #      STATUS 0  CLOSED          REOPEN          PUBLIC P
DISPO           CODE

PLAINTIFF PLAINTIFF,NAME,
ALT NAME
ADDRESS
CITY              ST  ZIP
ATTORNEY

DEFENDANT DEFENDANT,NAME,
ALT NAME
ADDRESS
CITY              ST  ZIP
ATTORNEY

BOND AMOUNT      TYPE
LAST ACTION MED  DATE 6/01/2003  NEXT ACTION  DATE

NXT TRAN C HDR TYPE INQ CASE NBR 10000018 REC NBR
F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Juvenile F9=Name Lookup Help
F13=Notes F14=Docket Inq

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```

The system will return the header inquiry screen for you.

## Deleting a Case

From the Next Tran Line enter the following information:

NXT TRAN C HDR TYPE DEL CASE NBR 10000018 REC NBR    

When all information has been added, press <Enter> and the system will delete the requested header.

USER: C44ANGIE      TRANSACTION REQUEST SCREEN      RELEASE: 05/2003

<b>Probate Transactions</b>	<b>Receivable Transactions</b>	<b>Vendor Transactions</b>
HDR - Case Header	ARM - Master Inquire	APD - Other Vendor Maint.
PTY - Party	ARU - Master Maintenance	APA - Attny Vendor Maint.
SCH - Schedule	CHK - Master Payment Inq	APF - Facil Vendor Maint.
SUM - Summary	LUP - Receipt Inquiry/Void	APV - Voucher Processing
MED - Mediation	ARP - Receive Payments	API - Voucher Inquiry
FRD - Financial Order	ADJ - Adjustment	APP - Voucher Payments
DOC - Documents	CRM - Credit Memo	APJ - Voucher Adjustments
		<b>Accounting Transactions</b>
		ACT - Account Maintenance
		BMT - Budget Maintenance
		BIQ - Budget Inquiry
		PRM - Price File Maint.
	<b>Adoption Transactions</b>	<b>Other Options</b>
<b>Reports</b>	ADC - Adoption Case Header	REL - Release Information
RPT/PRO - Probate	ADP - Adoption Party	CNI - Central Name Index
RPT/FIN - Financial	ADE - Adoption Event	CPI - Cir/Pro Name Index
RPT/ADP - Adoption	ADS - Adoption Case Summary	CCL - Central Calendar
	ADF - Adoption Forms	

NXT TRAN C HDR TYPE DEL CASE NBR 10000018 REC NBR    

F3=Exit    F5=Setup    F6=System Commands    F8=Juvenile    F9=Name Lookup  
 F10=Name Update    F14=Docket Request    F16=Inv/Date    F20=File Maintenance    Help

Record(s) deleted successfully

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The system will automatically delete the records.

## Re-Opening a Case

To Re-open a case, modify the header screen and enter the date the case reopened in the reopen field along with an "O" in the status field. Following is an example of this.

From the Next Tran Line, enter the following information.

```
NXT TRAN  C  HDR  TYPE MOD  CASE NBR  20035555  REC NBR  ____
```

When all information has been added, press <Enter> and the system will display the screen you requested.

The screenshot displays the 'Civil Header Screen' with the following information:

**HEADER MOD**

CIVIL# 00000007 TYPE CB CASE# 00000000 TYPE JUDGE 25275 DATE 2022000  
 MICROFILM # STATUS 0 CLOSED 7152002 REOPEN 8012003 PUBLIC P  
 DISPO CODE

**PLAINTIFF** PLAINTIFF, NAME, TYPE  
 ALT NAME TYPE  
 ADDRESS 111 MAIN ST.  
 CITY LANSING ST MI ZIP 48912  
 ATTORNEY

**DEFENDANT** DEFENDANT, NAME, TYPE  
 ALT NAME TYPE  
 ADDRESS 122 MAIN ST.  
 CITY LANSING ST MI ZIP 48912  
 ATTORNEY

BOND AMOUNT TYPE  
 LAST ACTION CLO DATE 7/15/2002 NEXT ACTION DATE

NXT TRAN C HDR TYPE MOD CASE NBR 00000007 REC NBR  
 F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Juvenile F9=Name Lookup Help  
 F13=Notes F14=Docket Inq

MA b 12/028  
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Change the status of the case to "O - Open" and enter the date the case reopened in the "Reopen" field and press <Enter>. The system will reopen the case.